

MANCHESTER WATER WORKS BOARD OF WATER COMMISSIONERS MEETING

March 24, 2022
Board room

3:30 p.m.
281 Lincoln Street
Manchester, NH

1. President Danielle York called the meeting to order at 3:30 p.m.

President York calls for the Pledge of Allegiance.

A moment of silence is observed.

Clerk Sullivan calls the roll.

Present: President York, Commissioner Sullivan - remote, Commissioner Beaudoin, Commissioner Reardon - remote, Commissioner Hamer. There is a quorum present.

Public Comment - The President advises that this public comment session, not to exceed thirty minutes, is an opportunity for resident of Manchester and the Water Works franchise to address the Board on items of concern affecting the Community; that each person will be given only one opportunity to speak, all comments shall be limited to three minutes and any comments must be directed to the President. When your name is called, please come forward to the podium, clearly state your name and address when recognized, and give your comments. No resident came forward to address the Board. There were no submitted written comments to the Board.

On MOTION by Comm. Hamer, seconded by Comm. Beaudoin to take all comments under advisement and to receive and file any written documentation presented. A roll call was taken: Pres. York – yes, Comm. Beaudoin – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Sullivan – yes. There being none opposed, the motion carried.

2. **Regular Meeting and Non-Public Meeting Minutes –**

Regular Meeting and Non-Public Meeting Minutes of the February 24, 2022 meeting were approved on MOTION by Comm. Beaudoin, seconded by Comm. Sullivan. A roll call was taken: Pres. York – yes, Comm. Beaudoin – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Sullivan – yes. There being none opposed, the motion carried.

3. **Finance Committee Report for March 2022** - Commissioner Hamer reviewed the March 2022 monthly invoices, advanced drafts, inter-departmental transfers and P-card payments amounting to \$2,233,517.98. He noted that invoices were appropriate with nothing out of the ordinary.

On MOTION by Comm. Hamer, seconded by Comm. Beaudoin, the Finance Committee Report was approved. A roll call was taken: Pres. York – yes, Comm. Beaudoin – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Sullivan – yes. There being none opposed, the motion carried.

4. **Director's Report**

- a Financials – Deputy Director Lescault briefed the Board the FY2022 unaudited financial statements for the eight months ended February 28, 2022
- b Personnel – Director Croasdale briefed the Board on current personnel issues. The following positions are currently open and/or posted to be filled; Four (4) Public Service Worker III positions; Information Support Specialist; WTP Laboratory Technician II; WTP Chief Operator; Electrician I and; Watershed Maintenance Worker I.

There were no work-related injuries this month.

There remains the one grievance (04-2021) outstanding involving not being selected for promotion to a Water Works Supervisor. An Arbitrator has been agreed to, with an arbitration date of April 20, 2022.

- c Water Treatment and Supply Report – Deputy Director David Miller, briefed the Board on monthly activity concerning the Water Treatment and Supply Division. Topics include but are not limited to; progress and schedule of; Kimball Drive Water Treatment Plant and Pump Station; Main Dam and Canal work; general Treatment and Supply activities. The conversion back to Chloramine is scheduled for April 18, 2022.
- d Watershed Report – Watershed Land and Property Manager John O'Neil briefed the Board on monthly activity concerning the Watershed Division. Topics include, but are not limited to, Watershed Patrol/Trails activity; on-going projects; watershed crew work; Timber harvesting; other seasonal work or events.
- e Distribution Construction Report – Deputy Director Chabot briefed the Board on on-going distribution activity.

5. **Event Request, Millennium Running, NH 10 Miler** – Watershed Land and Property Manager John O'Neil briefed the Board a Watershed Special Event application dated February 15, 2022 by Millennium Running that starts and finishes at the Front Park.

On MOTION by Comm. Sullivan, seconded by Comm. Beaudoin to approve Millennium Running's event request for the New Hampshire 10 Miler on Saturday, August 27, 2022 for the agreed upon contribution to MWW's Youth Education Program of \$2,500.00, subject to completion of the usual agreement, including insurance coverage and compliance with MWW rules. A roll call was taken: Pres. York – yes, Comm. Beaudoin – yes, Comm. Reardon – no, Comm. Hamer – yes, Comm. Sullivan - yes. There being a majority approval, the motion carried.

6. **'Round the Res' Tower Hill 5 Miler Contract** – Deputy Director Lescault briefed the Board on the Tower Hill 5 Miler based on the success of the first two years, and our hope to continue this annual event to raise money for the Youth Education Program, we are recommending the Board approve a contract with Total Image Running for the 2022 event. The proposed cost is \$1,900 plus an additional \$250.00 for the PA system. This represents an increase of \$100 over the prior year proposal. The event is to be held on Saturday, October 29th.

We have spoken with Total Image Running and they host an annual race series which motivates runners to run certain races throughout the year to earn a jacket at the end of the series. Currently, they have 9 races that are a part of the series, and in order to earn the jacket a runner must participate in 8 of the 9 races. Our race would be the 10th option for runners to pick from if we opted to join the series, for a fee of \$800. We believe this will increase participation in the race, and would pay for itself if 23 more runners participated, which is highly likely.

Therefore, we are recommending we move forward with the contract as part of the race series, bringing the total contract price to \$2,950.

On MOTION by Comm. Sullivan, seconded by Comm. Hamer to approve the contract with Total Image Running for the 4th Annual 'Round the Res' Tower Hill 5 Miler on Saturday, October 29, 2022. A roll call was taken: Pres. York – yes, Comm. Beaudoin – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Sullivan - yes. There being none opposed, the motion carried.

7. **Bid Results - Main and Materials 2022** – Deputy Director Chabot briefed the Board, the bids for main and materials were opened at 2:00 p.m. on March 10, 2022 with Commissioner Reardon presiding. A total of five (5) bids were received.

Deputy Director Chabot reviewed the bids to ensure they met the required bid specifications and was available to review the results and answer any questions the Board may have.

Below are the recommendations regarding awards to furnish main and materials to the lowest responsible bidders meeting specifications:

A. Pipe - Concord Winwater Company, Concord, NH	\$135,745.25
B. Fittings - Concord Winwater Company, Concord, NH	\$ 45,097.94
C. Valves - Concord Winwater Company, Concord, NH	\$ 77,553.21
D. Tapping Sleeves - No bidders	
E. Copperhorns, Check Valves - Stiles Co., Inc., Norwood, MA	\$ 32,761.60
F. Gate Boxes, Curb Boxes - F.W. Webb Company, Londonderry, NH	\$ 84,980.00
G. Corporations, Unions, Curb Stops, Copper- Concord Winwater Company, Concord, NH	\$ 86,746.40
H. Hydrants - Concord Winwater Company, Concord, NH	\$ 57,367.86
I. Polyethylene Wrap - E.J. Prescott, Inc., Concord, NH	\$ 2,250.00
J. Bolted Couplings - F.W. Webb Company, Londonderry, NH	\$ 25,932.00
K. Saddles, Clamps - F.W. Webb Company, Londonderry, NH	<u>\$ 16,073.00</u>

Total Bid Amount	\$564,507.26
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On MOTION by Comm. Hamer, seconded by Comm. Sullivan to award Main and Materials 2022 bids as presented. A roll call was taken: Pres. York – yes, Comm. Beaudoin – absent, Comm. Reardon – yes, Comm. Hamer – yes, Comm., Comm. Sullivan - yes. There being none opposed, the motion carried.

8. **Bid Results – Paving Kimball Drive** – Deputy Director Chabot briefed the Board, the bids for the paving of Kimball Driver were opened at 2:00 p.m. on March 10, 2022 with Commissioner Reardon presiding. A total of three (3) bids were received from pre-qualified contractors.

GMI Asphalt, LLC of Belmont, NH was the low bidder with a total bid of \$131,578.80.

On MOTION by Comm. Hamer, seconded by Comm. Sullivan to award the bid for paving Kimball Drive to GMI Asphalt, LLC in the amount of \$131,578.80. A roll call was taken: Pres. York – yes, Comm. Beaudoin – absent, Comm. Reardon – yes, Comm. Hamer – yes, Comm., Comm. Sullivan - yes. There being none opposed, the motion carried.

Bid Results – Paving Patches - Deputy Director Chabot briefed the Board, the bids for paving patches were opened at 2:00 p.m. on March 10, 2022 with Commissioner Reardon presiding. A total of five (5) bids were received from pre-qualified contractors.

Granite State Asphalt Paving, LLC of Manchester, NH was the low bidder with a total bid of \$325,500.00.

On MOTION by Comm. Hamer, seconded by Comm. Sullivan to award the bid for paving patches to Granite State Asphalt Paving, LLC in the amount of \$325,500.00. A roll call was taken: Pres. York – yes, Comm. Beaudoin – absent, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Sullivan - yes. There being none opposed, the motion carried.

Bid Results – Paving Trenches - Deputy Director Chabot briefed the Board, the bids for paving trenches were opened at 2:00 p.m. on March 10, 2022 with Commissioner Reardon presiding. A total of four (4) bids were received from pre-qualified contractors.

GMI Asphalt, LLC of Belmont, NH was the low bidder with a total bid of \$209,850.00.

On MOTION by Comm. Hamer, seconded by Comm. Beaudoin to award the bid for paving trenches to GMI Asphalt, LLC in the amount of \$209,850.00. A roll call was taken: Pres. York – yes, Comm. Beaudoin – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Sullivan - yes. There being none opposed, the motion carried.

Bid Results – Pavement Milling and Overlay - Deputy Director Chabot briefed the Board, the bids for paving milling and overlay were opened at 2:00 p.m. on March 10, 2022 with Commissioner Reardon presiding. A total of four (4) bids were received from pre-qualified contractors.

The apparent low bidder, New England Paving, withdrew their bid for they misunderstood the requirements set in the specifications and could not perform the work.

Therefore, Atlantic Asphalt Paving, LLC of Derry, NH, was the low bidder with a total bid of \$91,520.00.

On MOTION by Comm. Hamer, seconded by Comm. Beaudoin to award the bid for pavement milling and overlay to Atlantic Asphalt Paving in the amount of \$91,520.00. A roll call was taken: Pres. York – yes, Comm. Beaudoin – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Sullivan - yes. There being none opposed, the motion carried.

9. **Seasonal Help Positions-** Director Croasdale briefed the Board, his request of the following 17 summer positions for remainder of FY2022 and FY 2023:

- 2 Watershed maintenance
- 3 Watershed Patrol
- 2 Laboratory assistants

- 4 Treatment Plant maintenance
 - 4 Distribution construction laborers
 - 1 Planning and Meter Services assistant
 - 1 Accounting and Finance office staff
- 17 Total**

The FY2022 Budget included the hiring of the following 17 summer help positions:

- 3 Watershed maintenance
 - 3 Watershed Patrol
 - 2 Laboratory assistants
 - 2 Treatment Plant maintenance
 - 5 Distribution construction laborer (bi-annual hydrant flushing program)
 - 1 Planning and Meter Services assistant
 - 1 Accounting and Finance office staff
- 17 Total**

Positions are typically offered to returnees from last year and remaining open positions are filled by posting positions externally. The requirement for summer help (with the exception of patrol) is that the applicant must be 16 years of age or older. Fourteen (14) positions are Grade 10, currently \$13.45/hr (may increase to \$15/hr with pending BMA vote). The three Watershed Patrol Officers are Grade 16, at \$20.17/hr.

This request would also require the approval of Kathleen Ferguson, Human Resources Director and Honorable Mayor Joyce Craig.

On MOTION by Comm. Beaudoin, seconded by Comm. Sullivan to approve the filling of 17 summer help positions for the remainder of FY2022 and FY2023. A roll call was taken: Pres. York – yes, Comm. Beaudoin – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Sullivan - yes. There being none opposed, the motion carried.

10. **FY2023 ANNUAL RENT REVIEW** – Director Croasdale briefed the Board, for their review, a summary of rental properties and lease agreements which we presently maintain. The first two (2) rental properties are tenant-at-will and subject to annual review by the Board of Water Commissioners. Recently, in the past several years, the rent increase has been 3%. The schedule shows proposed adjusted rent increases of 3%.

The tenant-at-will leases are defined as “lifetime” leases and are for land used for residential dwellings for the lifetime of the current tenants.

On MOTION by Comm. Beaudoin, seconded by Comm. Sullivan to approve the rent increases for tenant-at-will properties in the amount of 3% for FY2023. A roll call was taken: Pres. York – yes, Comm. Beaudoin – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Sullivan - yes. There being none opposed, the motion carried.

11. **PURCHASE AND SALE EXTENSION - MRA** – Director Croasdale briefed the Board, for their review, a request / proposal from the Manchester Rowing Alliance (MRA) to extend our Purchase and Sale Agreement (P&S) from March 31, 2022 to June 30, 2022 (91 days).

John O'Neil and I met with Nick Brunet, President of MRA to discuss the extension and get an accounting of money raised or pledged to date to purchase the property. Attached is a memo Nick sent to us outlining what we had discussed. There are basically two options open; 1. Extend the P&S until June 30, 2022 or; 2. Purchase to property now with MWW financing the balance not yet collected (approx. \$100K) over 5 years.

On MOTION by Comm. Beaudoin, and seconded by Comm. Hamer to extend our Purchase and Sale Agreement (P&S) with Manchester Rowing Alliance (MRA) from March 31, 2022 to June 30, 2022 (91 days). A roll call was taken: Pres. York – yes, Comm. Beaudoin – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Sullivan – yes. There being none opposed, the motion carried.

12. **OLD BUSINESS: SURPLUS PROPERTY – SEVERANCE SCHOOLHOUSE AND ONE-ACRE LAND -**

On MOTION by Comm. Beaudoin, seconded by Comm. Hamer to approve surplus property, Severance Schoolhouse and Community Center deemed surplus property. A roll call was taken: Pres. York – yes, Comm. Beaudoin – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Sullivan – yes. There being none opposed, the motion carried.

13. **New Business:** None.

14. **Non-Public Session** – President York requested the meeting to go into non-public session to discuss land and lease issues in accordance with RSA 91-A:3, II (d) for consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are averse to those of the general community.

A MOTION was made by Comm. Reardon, seconded by Comm. Beaudoin, to enter non-public session. A roll call was taken: Pres. York – yes, Comm. Beaudoin – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Sullivan – yes. There being none opposed, the motion carried.

A MOTION was made by Comm. Beaudoin, seconded by Comm. Hamer, to conclude the non-public session.

Regular Meeting resumed from non-public session at 4:52 p.m.

15. **Adjournment** – If there is no further business, a motion would be in order to adjourn.

On MOTION by Comm. Beaudoin, seconded by Comm. Hamer, the meeting was adjourned at 4:53 p.m. A roll call was taken: Pres. York – yes, Comm. Beaudoin – yes, Comm. Reardon – yes, Comm. Hamer – yes, Comm. Sullivan – yes. There being none opposed, the motion carried.

Respectfully submitted,



Harold Sullivan
Clerk